

CITY OF BEAVERTON

Senior Plans Examiner

General Summary

Supervise the Plans Review and Permits section. Meet with and assist the public regarding plan review and permit issues. Reviews plans for compliance with City ordinances, state codes and applicable laws, rules and regulations. May act as Building Official in his or her absence.

Key Distinguishing Duties

Overall responsibility for managing programs and staff of the section including hiring employees; responding to grievances and overseeing the disciplinary process as needed.

Essential Functions

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Supervise Plan Review and Permit section operations. Develop, review, approve and implement section work plans, services, policies, procedures and reports. Set performance standards. Serve as a member of the Plan Review and Inspection division management team. Evaluate performance and program effectiveness and take action for improvement as necessary. Authorize payments to contractors and consultants.
2. Supervise plan review and permit technician staff to ensure City goals and objectives are met. Schedule, assign and review work. Make hiring recommendations. Provide opportunities for developmental training and performance coaching to employees. Conduct performance evaluations. Respond to employee grievances and oversee disciplinary processes according to the collective bargaining agreement and City policy.
3. Perform plan reviews on single-family, multi-family residential, commercial and industrial building for compliance with city ordinances, and state building, mechanical and fire codes and applicable laws, rules and regulations according to established time deadlines. Write plan review reports.
4. Provide technical, code and general information to the staff, public, construction industry and various design professional disciplines. Provide interpretation of codes and approve alternate methods of materials or construction. Review and resolve conflicts between plans examiners and the public. Facilitate meetings. Serve as liaison with various internal and external committees.
5. Coordinate building, mechanical, fire, plumbing and electrical plans reviews with the City's public works and land use programs for project acceptance and permit issuance. Coordinate the plans review program with other City Departments.

6. Investigate code compliance issues and coordinate with Municipal Code Services. Attend court and testify on compliance issues.
7. Administer the computerized permit system for the Division.
8. Conduct field inspections as needed.
9. Prepare, recommend and monitor budget for section. Provide explanation for variances.
10. Develop work plans, timelines and resource allocations for assigned projects. Monitor progress to ensure objectives are met.
11. Collect and analyze data for staffing needs, construction trends, plan review trends, time and work load demands.
12. Serve as Damage Assessment Group Supervisor when the City's Emergency Operations Center is activated.
13. Exhibit leadership to staff, work teams and fellow employees. Serve as a model for accomplishing City's vision and goals. Create an environment in which employees are focused on producing excellent quality results.
14. Produce an acceptable quantity and quality of work that is completed within established timelines.
15. Provide direction and set standards for excellence in internal and external customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.
16. Represent the Building Division and/or City to the public, in legal or administrative proceedings, to other organizations or entities and in other situations as required. Make presentations and provide comment and testimony. Advance and protect the interests of the City and its citizens in all matters.
17. Provide employees with basic job training and safety instruction. Actively support safety and loss control measures. Ensure employees are held to departmental safety and loss control standards.
18. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public.
19. Participate in the City Emergency Management program including classes, training sessions and emergency events.
20. Follow standards as outlined in the Employee Handbook.
21. Actively promote and support diversity in the workplace through staffing, promotions, training and career development. Model respect for diversity in the workplace.

Other Functions

1. Serve on or provide support to a variety of committees, task forces and advisory groups as necessary.
2. Act as Building Official in his or her absence.
3. Perform related duties of a similar scope and nature.

Knowledge Required

- ◆ Advanced knowledge of safety standards and work procedures related to building inspection.
- ◆ Expert knowledge of state and local building codes, ordinances, rules, laws and regulations governing plans examination for single and multiple family dwellings, commercial and industrial structures.
- ◆ Expert knowledge of practices and principles of structural engineering, inspection, construction, or architecture, including safety design.
- ◆ Expert knowledge of state fire code and local fire code regulation specific to new single-family and multi-family dwellings and commercial and industrial buildings.
- ◆ Advanced knowledge of state and local codes, ordinances, rules, laws and regulations governing structural engineering, construction and inspection.
- ◆ Expert knowledge of techniques and methods of construction plan review and inspection.
- ◆ Expert knowledge of multi-family, commercial and industrial construction materials and methods.
- ◆ Advanced knowledge of state and local mechanical codes, ordinances, rules, laws and regulations and related mechanical systems.
- ◆ Working knowledge of state and local plumbing and electrical codes, ordinances, rules, laws and regulations.
- ◆ Expert knowledge of rules and procedures for the administration of building, mechanical, plumbing and electrical codes for multiple family, commercial and industrial structures.
- ◆ Advanced knowledge of new construction provisions of the fire code.
- ◆ Working knowledge of issues and trends in the construction industry.
- ◆ Working knowledge of strategic planning methods with an emphasis on services related to structural engineering design, construction, plan review and inspection.
- ◆ Working knowledge of practices and principles of public/business administration and decision-making.
- ◆ Working knowledge of public purchasing and contracting laws and regulations.
- ◆ Working knowledge of human resources management practices.
- ◆ Advanced knowledge of mathematics principles.
- ◆ Advanced knowledge of English grammar, spelling and usage.

Skills/Abilities Required

- ◆ Advanced ability to use engineering and architect measuring tools.
- ◆ Advanced ability to interpret building plans and specifications.
- ◆ Advanced ability to determine occupancy status and the appropriate fire and life safety construction requirements.
- ◆ Advanced ability to determine whether plans meet code requirements.
- ◆ Advanced ability to determine building occupancy status.
- ◆ Advanced ability to assess structural integrity of buildings.

- ◆ Advanced ability to maintain complete and accurate records.
- ◆ Strong skill in conceptual analysis and policy/program development and implementation.
- ◆ Strong ability to successfully manage the operations and budget of a section.
- ◆ Advanced ability to productively manage and/or participate on a team and in a team environment including the ability to develop a team approach to producing high quality results.
- ◆ Strong ability to effectively manage multiple programs and a staff including hiring, training, coaching, disciplinary action, performance management and termination.
- ◆ Strong ability to demonstrate leadership behavior to employees, contractors, public officials, other agencies, customers and the general public.
- ◆ Strong ability to build consensus.
- ◆ Strong ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Strong ability to coach employees on and to apply excellent internal and external customer service skills.
- ◆ Advanced ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public.
- ◆ Ability to make presentations and develop reports that may include technical information.
- ◆ Strong ability to use word processing and spreadsheet programs and other software applications as required for position.

Minimum Qualifications Required for Entry

Associate's degree in civil engineering, building inspection technology, fire science, business/public administration, or related field, and 5 years progressively responsible experience in plans examination, including 1 year of experience in a supervisory or lead role, or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

Licensing/Special Requirements

- ◆ Positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standard.
- ◆ State of Oregon Building Official or ICC* Certified Building Official certification required.
- ◆ State of Oregon A-level Plans Examiner or ICC* Commercial Plans Examiner certification required.
- ◆ State of Oregon Fire Life Safety Plans Examiner certification or ICC* Fire Plans Examiner certification required.
- ◆ State of Oregon 1 & 2 Family Dwelling Plans Examiner or ICC* Residential Building Inspector certification required.
- ◆ State of Oregon A-level Mechanical Inspector or ICC* Commercial Mechanical Inspector certification required.
- ◆ State of Oregon 1 & 2 Family Dwelling Structural or ICC* Residential Building Inspector certification required.
- ◆ State of Oregon 1 & 2 Family Dwelling Mechanical or ICC* Residential Mechanical Inspector certification required.
- ◆ State of Oregon A-level Building Inspector or ICC* Structural Building Inspector certification required.
- ◆ State of Oregon Post Earthquake Damage Inspector registration desired.

- ◆ International Code Council (ICC) certification is a nationally recognized certification adopted in the State of Oregon OAR's as an approved equivalent certification. All ICC certified individuals require an Oregon Inspector Certification (OIC) in addition to their ICC certifications to be considered for employment in the State of Oregon.

Working Conditions

Regular focus on a computer screen; daily precise control of fingers and hand movements; daily dealing with distraught or difficult individuals; occasional attendance at meetings or activities outside of normal working hours; weekly operation of a motor vehicle on public roads.

Classification History

As of 10/97: Senior Plans Examiner

Revised: 1/98

New class specification title 1/98: Senior Plans Examiner

Revised: 11/05

Revised: 1/1/09

Status: M2

FLSA: Exempt

Department Head Signature

Human Resources Signature

Date

Date